

STAT



22 September 1960

[Redacted]

Chief, Records Management Staff

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[Redacted]

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The 40 boxes containing the material for a Shelf File Installation [Redacted] can be shipped at any time since we have ample space to store them pending erection of the shelves. The delivery of the equipment should be made [Redacted] any time between 9:00 A. M. and 5:00 P. M., Monday through Friday.

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When the shipment has arrived, we will notify you and will be very glad to have [Redacted] available to assist in the installation and establishment of the proper filing procedures.

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Sincerely yours,

[Redacted]

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[Redacted]

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*Rec'd 26 Sept 60*

[Redacted]